

**All Personnel**

BP 4156.3

4256.3

**EMPLOYEE PROPERTY REIMBURSEMENT**

4356.3

The Board of Trustees authorizes the Superintendent or designee to pay the cost of replacing or repairing employee personal property, except cash, which has been stolen or intentionally destroyed or damaged while being used for work-related purposes.

No reimbursement shall be made for accidental damage or for any loss due to lack of personal supervision or failure to keep property in a secured area.

The maximum payment shall be the amount specified by the district's insurance carrier for such loss or the amount specified in the applicable collective bargaining agreement, whichever is less.

*(cf. 3515.4 - Recovery for Property Loss or Damage)*

*(cf. 5131.5 - Vandalism, Theft and Graffiti)*

Reimbursement for personal items used for work-related purposes shall be made only if: (Education Code 35213)

1. Use of the personal property was approved by the principal, site supervisor or designee before the property was brought to school or district premises
2. At that time, the employee and district representative agreed on the value of the property

*Legal Reference:*

EDUCATION CODE

*35213 Reimbursement for loss, destruction or damage of personal property*

*48904 Liability of parent/guardian for willful misconduct; withholding of grades, diplomas and transcripts*

CIVIL CODE

*1714.1 Liability of parent or guardian for act of willful misconduct by a minor*